Viewing Class Rosters and Waitlists

You can view the Class Roster and Waitlist for each section of a class once one student is enrolled in a class section.

NOTE: If you have a waitlist with zero students enrolled, you will need to go to the **Reporting Center** and run the "Enrollments by Class" report. The search criteria includes the ability to view "Waitlist Only" or "Include Waitlist" with your results

1. Begin by navigating to the Class Roster:

> Main Menu > Curriculum Management > Class Roster > Class Roster

 Enter your class search criteria. On this page, you can search by Subject Area and Catalog Nbr or by Class Nbr.

- 3. Click the Search button.
- Choose the Class Section number for the roster you wish to view.

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Class Roster					
Enter any information	you have and clic	k Search. Leav	/e fields bl	ank for a list of	all values.
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UCB01	2168 ENGIN	26	27876	001	Regular 10
UCB01	2168 ENGIN	26	27880	101	Regular 10
UCB01	2168 ENGIN	26	27881	102	Regular 10
UCB01	2168 ENGIN	26	27882	103	Regular 10

 This roster shows enrolled students for ENGIN 26, Section 001.

> The table displays additional information for each student such as their Program and Plan.

201	6 Fall	Regular	Academic S	ession UC Berkeley	Undergra	duate			
	ENG Thre	IN 26 - 00	01 (27876) sional Mode	lina for Desian (Lecture	2)				
	Day	s and Tim	ies	Room	Instru	ctor		Dates	
	Tu 8	3:00AM-8	:59AM	Cory 277	Kourd	osh Yo	ussefi	08/24/2016 - 12/09/2016	
			*Enrollme Enrollment	nt Status Enrolled	▼ Enr	olled	134		
En	rolled	Student	s	Personalize	Find 🗇		First	9 1-134 of 134 🛞	Last
	Select	ID	Name		Grade Basis	Units	Program and	I Plan	Level
1		30	Ad		Graded	2.00	Undergrad I Letters & Sc	Letters & Science - i Undeclared UG	Sophomor
2		23	All		Graded	2.00	Undergrad Electrical Er	Engineering - ng & Comp Sci BS	Senior
3		26	AI		Graded	2.00	Undergrad B Mechanical	Engineering - Engineering BS	Junior
4		26	An		Graded	2.00	Undergrad B Joint Major I	Engineering - ME/NE BS	Senior
5		26	An		Graded	2.00	Undergrad B Mechanical	Engineering - Engineering BS	Sophomor
6		26	An		Graded	2.00	Undergrad B	Engineering -	Junior
7		26	As		Graded	2.00	Undergrad 8 Mechanical	Engineering - Engineering BS	Sophomor
8		24	Ba		Graded	2.00	Undergrad Bioengineer	Engineering - ring BS	Senior
9		26	Ba		Graded	2.00	Undergrad Mechanical	Engineering - Engineering BS	Junior
10		26	Во		Graded	2.00	Undergrad Engineering	Engineering - Undeclared UG	Junior

 On the Enrollment Status drop list, you can choose to view "Waiting" or "All."

Cla	ass Roster							
20:	16 Fall Regular Academic S	Session UC Berkeley U	Indergraduate					
~	✓ ENGIN 26 - 001 (27876) Three-Dimensional Modeling for Design (Lecture)							
	Days and Times	Room	Instructor	Dates				
	Tu 8:00AM-8:59AM	Cory 277	Kourosh Youssefi	08/24/2016 - 12/09/2016				
*Er	rollment Status: Enrolled							
En	rollment Capacity: Waiting	uplled: 48						

7. The Waitlist shows each student's position number.

The students on a waitlist for a main Enrollment section (e.g.-LEC), may be reflective of the student's waitlist status on a Non-Enroll section (e.g.- DIS or LAB).

	ass R	loster					
20)16 Fall	Regular /	Academic Session	UC Berkeley Undergraduate			
	⁷ ENG	IN 26 - 0	01 (27876)				
	Three	e-Dimensio	nal Modeling for De	sign (Lecture)			
	Days	and Times	Room	Instructor	Dates		
	Tu 8:	00AM-8:59	AM Cory 27	7 Kourosh Youss	sefi 08/24 12/09	/2016 - /2016	
*E E V	nrollme nrollme Vaitlist	ent Status: ent Capacity ted Studer	Waiting v y: 140 W nts Persona	/aitlisted: 10 lize Find 🚇 I 🎫 Firs	st 🕄 【 1-10 (of 10 🖪 🖗	
						las) F
	Select	ID	Name	Program and P	lan	Las Level	t Status Note
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1	Select	1D 2(Name	Program and P Undergrad Envi Design - Sustai Dsgn BA Undergrad Lett Letters & Sci Ur	ronmental inable Environ	Last Level Freshman Freshman	Status Note Pos # 1 Pos # 2
1 2 3	Select	ID 2(2(2(Name C Si Bi	Program and P Undergrad Envi Design - Sustai Dsgn BA Undergrad Lett Letters & Sci Ur Undergrad Engi Engineering Un	ronmental inable Environ ers & Science - declared UG ineering - declared UG	Last Level Freshman Freshman Sophomore	Status Note Pos # 1 Pos # 2 Pos # 3
1 2 3 4	Select	ID 2(2(2(2(2(Name <u>c</u> <u>s</u> <u>s</u> <u>c</u> <u>c</u>	Program and P Undergrad Envi Design - Sustai Dsgn BA Undergrad Lett Letters & Sci Un Engineering Un Undergrad Lett Letters & Sci Un	Ian ronmental inable Environ ers & Science - indeclared UG declared UG ers & Science - indeclared UG	Last Level Freshman Freshman Sophomore	Status Note Pos # 1 Pos # 3 Pos # 4

Support:

For questions or assistance, please contact SIS Production Support:

- Email: <u>sishelp@berkeley.edu</u>
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For additional SIS resources, please visit:

<u>http://sis.berkeley.edu/training</u>